

## **RECORDING REQUIREMENTS FOR DEEDS AND OTHER INSTRUMENTS**

1. Names and official titles must be typed or clearly printed beneath the signatures of individual grantees, corporate officers and witnesses. The name of the corporation must be clearly printed or typed. The grantee's address must be provided.
2. The Corporate Seal must be affixed to the document.
3. An accurate metes and bounds description shall be incorporated into the easement form, either clearly printed or typed into the document, or a map of the easement no larger than 11" x 17", which includes metes and bounds shall be attached. The attached map must be clearly referenced on the easement form. The map and metes and bounds description must be signed and sealed by a licensed N.J. Land surveyor.
4. The reference to the map from which the metes and bounds description was prepared must be clearly printed or typed, including map title, preparer's name and address, signature and date and revision dates of map.
5. Acknowledgments for individuals and/or corporations must be provided, including signature and seal of a Notary Public of the State of New Jersey. Names and titles must be typed or clearly printed below signatures. Dates must also be provided.
6. The preparer of the document must be provided on the face of the document and must be signed with name and title typed or clearly printed beneath the signature.
7. The signatures must be original.
8. The consideration must appear on the face of the acknowledgment.
9. All required easements/deeds must be found acceptable by County Counsel, DRC, Planning Department and Engineering prior to granting final approval of a site plan or subdivision.
10. Once the easement/deed is found acceptable, it shall be forwarded to the County Clerk's Office by the County Planning Department for recording.